

**AIMS HS**

# *Test Coordinator's Manual*

## Arizona's

*Instrument to Measure Standards  
High School*

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Test Coordinator's Name



**CTB  
McGraw-Hill**

**FALL  
2006**



49067

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# Table of Contents

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Introduction .....	1
Important Dates for the Fall 2006 Administration of AIMS HS.....	1
Roles and Responsibilities of the District Test Coordinator.....	2
Before Testing.....	2
During Testing .....	3
After Testing.....	3
Test Administration Schedule .....	4
Students to Be Tested .....	5
Private Placement and Voucher Placement Students .....	5
Arrangements Prior to Test Administration.....	6
Test Materials .....	6
Test Materials Required for AIMS HS .....	6
District/Charter Operator Overages .....	7
AIMS HS Test Books .....	7
AIMS HS Answer Documents.....	8
AIMS HS Writing Field Test Books/Answer Documents .....	8
Manuals.....	9
Completing Student Information on Test Materials .....	9
Test Administration Procedures .....	12
Before Testing.....	12
Receiving Test Materials.....	12
Inventorying Test Materials .....	12
During Testing .....	13
Using the Test Administration Directions .....	13
Monitoring Testing.....	13
After Testing.....	14
Inspecting and Organizing Test Materials .....	14
Completing Group Information Sheets (GISs).....	15
Completing School/Group Lists (SGLs).....	18
Organizing and Assembling Scorable and Nonscorable Test Materials .....	20
Returning Materials to CTB/McGraw-Hill .....	24
Test Security .....	26
Contact Information .....	28

## Figures

<b>Figure 1:</b>	Important Dates . . . . .	1
<b>Figure 2A:</b>	Student Identification Information to Be Completed . . . . .	10
<b>Figure 2B:</b>	Student Demographic Information to Be Completed . . . . .	11
<b>Figure 3:</b>	Sample Packing List . . . . .	12
<b>Figure 4:</b>	Cohorts and Corresponding Grades . . . . .	16
<b>Figure 5A:</b>	Completing Group Information Sheets (GISs). . . . .	16
<b>Figure 5B:</b>	Sample Group Information Sheet (GIS). . . . .	17
<b>Figure 6A:</b>	Completing School/Group Lists (SGLs). . . . .	18
<b>Figure 6B:</b>	Sample School/Group List (SGL). . . . .	19
<b>Figure 7:</b>	Packing Scorable Materials . . . . .	23
<b>Figure 8:</b>	Packing Nonscorable Materials . . . . .	23
<b>Figure 9:</b>	Yellow Return Label for Scorable AIMS HS Writing and Reading and Mathematics Answer Documents . . . . .	25
<b>Figure 10:</b>	Pink Return Label for Scorable AIMS HS Writing Field Test Books/Answer Documents . . . . .	25
<b>Figure 11:</b>	Green Return Label for All Nonscorable AIMS HS Test Materials . . . . .	25
<b>Figure 12:</b>	AIMS Test Security Agreement . . . . .	29

*The Arizona Department of Education gratefully acknowledges the work of hundreds of Arizona teachers involved in the development of the AIMS tests. Their dedication to creating a fair and reasonable test for the students of Arizona is greatly appreciated.*

## Introduction

Arizona's Instrument to Measure Standards High School (AIMS HS), administered by the Arizona Department of Education (ADE), measures what students know and are able to do in the content areas of writing, reading, and mathematics as presented in the *Arizona Academic Standards*. AIMS HS will provide valuable information for students and schools. Students will receive specific information detailing their progress toward meeting the writing, reading, and mathematics standards. Schools will receive valuable information on students' progress that can be used to correct weaknesses in their curriculum and instruction strategies.

As part of AIMS HS, each District or Charter Operator must designate a test coordinator to oversee testing for all schools within the district or for all schools under the same charter. This individual is referred to as the District Test Coordinator.

This Test Coordinator's Manual provides the District Test Coordinator with instructions for the proper handling of test materials before, during, and after test administration.

The Test Coordinator must use the Test Coordinator's Manual, as well as the *AIMS HS Test Administration Directions* and *Testing Accommodations: Guidelines for 2006–2007*, to ensure the success of AIMS HS. See "Manuals" on page 9 in this document for more information.

## Important Dates for the Fall 2006 Administration of AIMS HS

Events	Dates
Order AIMS HS test materials using CTB online ordering Web site	August 14–25, 2006
Deadline to submit student data to SAIS for test labels	TBD
Attend a Fall 2006 Pretest Workshop; register online at <a href="http://www.ade.az.gov">www.ade.az.gov</a>	September 25–29, 2006
Test materials and Test Coordinator's Kits delivered to districts	Two Delivery Window Options: October 16–18, 2006 October 23–25, 2006
Short-add window for additional materials requests (test materials and Test Coordinator's Kits)	October 19–26, 2006 Orders must be received by 11 A.M. MST on October 26, 2006
Test administration dates	AIMS HS Writing—October 31 AIMS HS Reading—November 1 AIMS HS Mathematics—November 2 AIMS HS Writing Field Test—October 31
Deadline to schedule the pickup of test materials with Eagle Global Logistics	November 6, 2006
Return of materials to be scored to CTB/McGraw-Hill Scoring Center	November 6–10, 2006
Score reports due in district	December 15, 2006

Figure 1: Important Dates

# Roles and Responsibilities of the District Test Coordinator

The District Test Coordinator is responsible for the correct administration of testing throughout the district or charter. This includes organizing and implementing the activities necessary to conduct testing in the schools. To facilitate these activities, some responsibilities may be delegated to School Test Coordinators. However, the District Test Coordinator assumes ultimate responsibility.

Responsibilities of the District Test Coordinator include:

## Before Testing

- ☐ attending a pretest workshop;
- ☐ obtaining signed copies of the Test Security Agreement;
- ☐ scheduling testing activities within the district or charter schools;
- ☐ communicating the schedule to Test Administrators;
- ☐ providing training to Test Administrators on testing procedures;
- ☐ working with Test Administrators to select appropriate classrooms or other sites within the school where testing will take place;
- ☐ following up on questions from Test Administrators by contacting either CTB/McGraw-Hill or the Arizona Department of Education;
- ☐ receiving materials from CTB/McGraw-Hill;
- ☐ checking in materials to ensure that shipments are complete;
- ☐ inventorying test materials and Test Coordinator's Kits upon arrival and, if needed, ordering extra materials;
- ☐ implementing and maintaining security procedures within the district/charter operator and school(s);
- ☐ communicating security procedures and responsibilities to Test Administrators;
- ☐ providing instructions regarding the use of the student bar code label, and completion of the student demographic data grid and accommodations and *Other Information* data boxes located on the inside front and back covers of the AIMS HS writing and reading and mathematics answer documents and the AIMS HS writing field test book/answer document;
- ☐ arranging for a supply of commercially published paper dictionaries and commercially published paper thesauri to be available in testing rooms during the administration of the writing tests **only**; and
- ☐ scheduling pickup of materials as instructed in this document.

## **During Testing**

- ☐ monitoring assessment activities; and
- ☐ checking out and checking in test materials to Test Administrators at the beginning and end of each day of the test administration. This includes collecting, counting, and returning all test books and answer documents to locked storage at the conclusion of each testing session.

## **After Testing**

- ☐ completing the Group Information Sheets;
- ☐ completing the School/Group Lists;
- ☐ completing the Materials Inventory Sheets;
- ☐ reporting any testing incidents to the Arizona Department of Education State Test Coordinator;
- ☐ boxing materials for return shipping as instructed in this document; and
- ☐ ensuring all scorable and nonscorable test materials are shipped back to CTB/McGraw-Hill by the established due date.

## Test Administration Schedule

Testing activities are to be conducted according to the following table. District Test Coordinators should communicate this schedule to Test Administrators, students, and parents or guardians in advance of the test administration.

Test Administration Date	Session(s)–Approximate Time
AIMS HS Writing, Reading, Mathematics	
Writing Test—October 31, 2006	1 session    2–2½ hours
Reading Test—November 1, 2006	1 session    2 hours
Mathematics Test—November 2, 2006	2 sessions    90 min. ea.
AIMS HS Writing Field Test	
Writing Field Test—October 31, 2006	1 session    2–2½ hours

The times shown are **approximate times** needed to administer AIMS HS. These estimates include time to distribute materials to students, complete student information, read directions, and collect and inventory materials at the end of each testing session.

**AIMS HS is not a timed test.** Students are to be given an opportunity to answer all test questions. Arrangements **MUST** be made to allow for additional time for students who need more time to complete the test. This additional time must be provided immediately following the scheduled testing session.

Students may be instructed to bring personal reading materials or classwork that they can do if they finish prior to the end of the testing session.

**Make-up testing *is not* allowed during the Fall 2006 administration of AIMS HS.** Students and their parents or guardians should be notified of testing dates in advance. Students who are absent, or otherwise miss the scheduled test administration, are not permitted to make up the missed session. Districts need to alert students and parents that, if students are absent or otherwise miss the scheduled test, then no further opportunities to test are available in the Fall of 2006. Districts should document student or parent refusal to test.

Note: Administering AIMS HS tests on dates other than those shown above, without the written permission of the Assessment Section of the Arizona Department of Education, is a serious testing violation. Schools that will not be in session on October 31, November 1, or November 2, 2006, must request permission from the Assessment Section of the Arizona Department of Education to administer AIMS HS tests on alternate dates.



## Students to Be Tested

Only students in cohorts 2008, 2007, and 2006 and below are permitted to participate in the Fall 2006 administration of AIMS HS writing, reading, and mathematics tests. Students in cohort 2008 are generally eleventh-grade students. Students in cohort 2007 and cohort 2006 and below are generally twelfth-grade students. When a student's cohort and grade are not aligned, the student's cohort is used to determine if the student is eligible to participate.

Students in cohorts 2008, 2007, and 2006 and below who have not yet met the standard on the writing, reading, or mathematics portions of AIMS HS are expected to retake the test for the specific content area. Also, students in cohorts 2008, 2007, and 2006 and below who have not yet tested on the writing, reading, or mathematics portions of AIMS HS are expected to take the test for the specific content area.

Students in cohorts 2008, 2007, and 2006 and below who want to move from the "Meets the Standard" to the "Exceeds the Standard" performance level have the option of retaking the writing, reading, or mathematics portions of AIMS HS in order to raise their score(s). Students in cohorts 2008, 2007, and 2006 and below who have exceeded the standard on a particular content area of AIMS HS may **not** retake the test for that content area.

All students in cohort 2009 (generally tenth-grade students) are to participate in the AIMS HS writing field test.

Only students with significant cognitive disabilities and whose current Individualized Education Plan (IEP) designates them for an alternate assessment, AIMS-A, are excluded from AIMS HS writing, reading, and mathematics and the AIMS HS writing field test. Refer to the AIMS-A guidelines on the Arizona Department of Education Web site at [www.ade.az.gov/standards/aims/Administering](http://www.ade.az.gov/standards/aims/Administering) for additional information.

## Private Placement and Voucher Placement Students

The district or charter operator of residence is responsible for ensuring that each of its students in private placement or voucher placement is tested as appropriate on AIMS HS. The district or charter operator of residence is required to provide appropriate test materials to the private or voucher placement school for each of its students in such a placement. Test materials from a private placement or voucher placement student are to be returned with the test materials for the student's home school within the district or charter.

Note: Field testing is **not** required of students in private placement or voucher placement.

## Arrangements Prior to Test Administration

Arrangements for testing rooms and seating should be completed well in advance of administering the test. In most cases, the students' regular classroom will provide the most favorable testing environment. However, any room that does not crowd students and provides good lighting, adequate ventilation, and freedom from excessive noise or interruption could be considered for testing.

**All visual aids displayed in the testing room which could assist students while testing must be removed or covered completely.**

Seating should be arranged to provide students with comfortable seats and a smooth, hard writing surface large enough to accommodate a folded test book and an answer document. Seating should be arranged so that students are not tempted to look at the answers of others.

During the test administration, a Test Administrator must be present in each testing room to read to students the test directions and to monitor students; and depending on the number of students in each room, additional personnel (Proctors) may be needed. The responsibilities of the Test Administrator are outlined in the *AIMS HS Test Administration Directions*.

Note: Test Administrators and Proctors **must** be employees of the school.

For detailed test administration procedures and guidelines; instructions for completing student information on test materials; and test directions to be read to students, please refer to the *AIMS HS Test Administration Directions*.

## Test Materials

### Test Materials Required for AIMS HS

Test materials will be provided to each district according to the enrollment information provided by the district. Each carton will be clearly marked and numbered in sequence "Box 1 of 5," "Box 2 of 5," etc. The packing list will be in Box 1. The materials will be packed by school for all districts/charter representatives.

**The following test materials will be distributed to each District Test Coordinator:**

- ☐ packing list;
- ☐ AIMS HS Writing Test Books;
- ☐ AIMS HS Reading Test Books;
- ☐ AIMS HS Mathematics Test Books;
- ☐ AIMS HS Writing and Reading Answer Documents;
- ☐ AIMS HS Mathematics Answer Documents;
- ☐ AIMS HS Writing Field Test Books/Answer Documents, numbered forms 1–12;
- ☐ AIMS HS Writing Field Test Draft Booklets (to be delivered directly from ADE prior to receiving the other materials listed);
- ☐ *AIMS HS Test Administration Directions*; and
- ☐ return stack cards and bands.

**Each District Test Coordinator will also receive a Test Coordinator's Kit, which contains:**

- ☐ packing list;
- ☐ cover letter;
- ☐ *AIMS HS Test Coordinator's Manuals* (one for the district/charter operator and one for each school);
- ☐ School/Group List(s);
- ☐ Group Information Sheet(s);
- ☐ yellow return shipping labels for scorable AIMS HS writing and reading and mathematics answer documents;
- ☐ pink return shipping labels for scorable AIMS HS writing field test books/answer documents;
- ☐ green return shipping labels for nonscorable AIMS HS test materials;
- ☐ Materials Inventory Sheets and Materials Inventory Envelope;
- ☐ School/Group List Envelope;
- ☐ School/Group List box labels;
- ☐ student bar code labels;
- ☐ student bar code label instructions; and
- ☐ student bar code label roster.

**The following materials are needed for each testing room and are to be provided by the schools:**

- ☐ a supply of sharpened, standard, wooden, graphite-based No. 2 pencils with erasers;
- ☐ a pencil sharpener or an additional supply of sharpened, standard, wooden, graphite-based No. 2 pencils with erasers;
- ☐ a "Testing—Do Not Disturb" sign; and
- ☐ commercially published paper dictionaries and commercially published paper thesauri for use on the writing tests **only**.

## **District/Charter Operator Overages**

The District Test Coordinator will receive a box containing extra materials equivalent to 5% of the provided enrollment. Test Coordinators are to use these materials to cover any shortages at the schools. Do not distribute extra materials to schools or Test Administrators unless needed. If schools need more materials than what are supplied in the district overage box, District Test Coordinators should refer to page 13 in this document for ordering instructions.

## **AIMS HS Test Books**

The Fall 2006 administration of AIMS HS uses three test books for the writing, reading, and mathematics tests. AIMS HS test books are secure documents and must be returned to CTB/McGraw-Hill after testing. (Note: Students may use colored pencils, pens, markers, and highlighters to mark in their test books as needed. **Use of scratch paper is prohibited. Its use is a violation of test security.**)

## **AIMS HS Answer Documents**

The Fall 2006 administration of the AIMS HS writing, reading, and mathematics tests uses two answer documents: one for the writing and reading tests and one for the mathematics test. The answer documents are machine scorable.

**Students must use a standard, wooden, graphite-based No. 2 pencil to mark their answers to multiple-choice questions and to write their final responses to the writing prompt. Only answers marked or written with a No. 2 pencil will be scored.**

## **AIMS HS Writing Field Test Books/Answer Documents**

The Fall 2006 administration of the AIMS HS writing field test uses one test book/answer document and one writing field test draft booklet. Students use the writing field test draft booklet to plan their responses to the writing prompt and then write their final responses directly in the writing field test book/answer document. The writing field test books/answer documents are secure documents and must be returned to CTB/McGraw-Hill after testing.

**Students must use a standard, wooden, graphite-based No. 2 pencil to write their final responses to a writing prompt.**

Note: Students may use colored pencils, pens, markers, and highlighters to mark in their **writing field test draft booklets** as needed.

### **Important Precautions for Handling Test Materials**

It is important that the following precautions be observed in handling AIMS HS test materials:

- Do not use any test books or answer documents other than those that correspond to each of the areas of Fall 2006 AIMS HS, including the AIMS HS writing, reading, and mathematics tests, and the AIMS HS writing field test. Documents from other testing programs or from previous AIMS HS test administrations will not be scored.
- Do not photocopy the test books or the answer documents. Photocopying or reproducing AIMS HS is a violation of test security. See "Test Security" on pages 26 and 27 in this document for more detailed security guidelines.
- Do not disassemble or pull pages from the answer documents.
- Do not use "sticky" notes, paperclips, tape, staples, or glue on the answer documents.
- Do not allow students to use extra paper to write their responses for the writing tests. Only responses written on the pages designated "Final Copy" will be scored.
- Do not allow students to use correction fluid on the answer documents. If an error is made in filling in a bubble or in the final response to a writing prompt, the student should erase the error completely and make the correction using a No. 2 pencil.
- Do not allow students to use colored pencils, pens, markers, or highlighters to respond to multiple-choice questions or to a writing prompt.

## Manuals

The following manuals must be used by District Test Coordinators:

- ☐ *AIMS HS Test Coordinator's Manual*—Outlines the roles and responsibilities of the Test Coordinators before, during, and after testing and provides the information necessary to facilitate the Fall 2006 AIMS HS Test Administration and return of materials.
- ☐ *AIMS HS Test Administration Directions*—Contains directions for administering AIMS HS writing, reading, and mathematics tests and AIMS HS writing field test.
- ☐ *Testing Accommodations: Guidelines for 2006–2007*—May be found on the Arizona Department of Education Web site at [www.ade.az.gov/standards/aims/Administering](http://www.ade.az.gov/standards/aims/Administering).

## Completing Student Information on Test Materials

### Student Identification Information to Be Completed

**Front Covers of AIMS HS Writing and Reading and Mathematics Answer Documents and AIMS HS Writing Field Test Book/Answer Document (See Figure 2A.)**

Student Identification Box—(To be completed by student). Follow instructions in the *AIMS HS Test Administration Directions* for completing this information.

Student Bar Code Label Box—(To be affixed by district/school personnel). The precoded student bar code label should be affixed within the parameters of this box. Do not use the master label; use a label with a bar code printed on it. Only student bar code labels provided for the Fall 2006 administration of the AIMS HS writing and reading tests are to be used on the AIMS HS writing and reading answer documents. Only student bar code labels provided for the Fall 2006 administration of the AIMS HS mathematics test are to be used on the AIMS HS mathematics answer documents. Only student bar code labels provided for the Fall 2006 administration of the AIMS HS writing field test are to be used on the AIMS HS writing field test books/answer documents. (Note: Do not make any marks or add any district/school-generated label within the student bar code label box. Do not use a previous administration's bar code labels. Only use the labels provided in the Fall 2006 Test Coordinator's Kit.) If a student bar code label is **not** available, the student demographic data grid must be completed. See "Student Demographic Information to Be Completed" on page 11 in this document.

If the wrong student bar code label is affixed to an answer document, do not attempt to remove it. Cover the wrong bar code label with the correct bar code label **or** place a black "X" through the label and complete the student demographic data grid on the back cover of the answer document.

Note: All student bar code labels are secure; any that are not used should be returned with nonscorable test materials. School personnel may keep the Student Reference List sent with the bar code labels.

## Inside Front Covers of AIMS HS Writing and Reading and Mathematics Answer Documents and AIMS HS Writing Field Test Book/Answer Document (See Figure 2A.)

**Accommodations Information**—(To be completed by district/school personnel). All students, with or without student bar code labels, who receive standard or alternate accommodations on AIMS HS must have the appropriate information coded here.

**Other Information Data Box**—(To be completed by district/school personnel). Columns A through H are for district/charter operator use only. These columns can be used at the district's/charter operator's discretion to collect additional student demographic data. Only one bubble per column should be marked. Column I is reserved for use by the Arizona Department of Education. The District Test Coordinator is responsible for instructing Test Administrators in the use of this data box. (Note: The *Other Information* data box in the AIMS HS writing field test book/answer document is **not** to be completed.)

**"U Through Z" Data Box**—Reserved for use by CTB/McGraw-Hill.

**Front Cover of AIMS HS Writing and Reading Answer Document**

**Inside Front Cover of AIMS HS Writing and Reading Answer Document**

Figure 2A: Student Identification Information to Be Completed





# Test Administration Procedures

## Before Testing

### Receiving Test Materials

Test materials for all schools will be packaged and shipped from CTB/McGraw-Hill to District Test Coordinators. District Test Coordinators are responsible for providing materials to individual schools.

Materials will be shipped in dual-purpose cartons designed to be easily used for both receiving and shipping materials. See "Organizing and Assembling Scorable and Nonscorable Test Materials" on page 20 in this document for more information.

The test materials shipments will arrive during one of the two delivery windows, selected by the Test Coordinator through the CTB online ordering system, of October 16–18, 2006, and October 23–25, 2006. The quantity of each item sent will be indicated on the packing list included with the shipment. (See Figure 3.)

Arizona AIMS High School		Packing List		CTB McGraw-Hill The McGraw-Hill Companies			
Dist. No:	XXXXX	Shipped To: ARIZONA SCHOOL NAME					
School No.	XXXXX	ARIZONA SCHOOL DIST NAME					
Shipkey:	A	TEST COORDINATOR					
		STREET ADDRESS					
		CITY, STATE ZIP					
Report any discrepancies to your District Test Coordinator.							
Production Date:							
Packing List #:	6862M-8	Total Ctns:	X	Page	1 of 1		
Qty	Description	Commod Code	Total #	Seq # Begin	Seq # End	Carton Beg	Carton End
5	Reading Test Book	4728900020	100				
5	Writing/Reading Ans Doc	4729200020	100				
1	Writing/Reading/Math Test Admin Directions	4729400006	6				

Figure 3: Sample Packing List

## Inventorying Test Materials

District Test Coordinators should immediately inventory all materials received using the following checklist:

- ☐ 1) Open Box 1. Examine the packing list to determine the total number of cartons in the entire shipment.
- ☐ 2) Count the total number of boxes received and compare it to the number of boxes shipped. If the total number of boxes indicated as shipped have not been received within your selected delivery window, contact the Arizona Help Desk at CTB/McGraw-Hill by phone at 1-888-630-9145 or by email at [ArizonaHelpDesk@ctb.com](mailto:ArizonaHelpDesk@ctb.com).
- ☐ 3) Inventory the contents of the shipment by comparing the quantities indicated on the packing list with an actual count of the materials contained in the shipment.



- 4) Verify the materials received in each district shipment against the packing list for your district. Check the quantities received against the materials actually necessary for testing in each school and make an item-by-item note on the packing list of any discrepancies that may exist in each district shipment. Once all shortages have been noted for every school, calculate the districtwide shortage.

**To report discrepancies or to request additional items, contact the Arizona Help Desk at CTB/McGraw-Hill by phone at 1-888-630-9145 or by email at [ArizonaHelpDesk@ctb.com](mailto:ArizonaHelpDesk@ctb.com). Orders for additional test materials must be placed by no later than 11 A.M. MST on October 26, 2006.**

**Note: Order adjustments cannot be shipped on an item-by-school basis. Only districtwide adjustments will be shipped.**

- 5) Distribute test books, answer documents, stack cards, paper bands, precoded GIS and SGL forms, bar code labels, rosters, and manuals, using the dual-purpose cartons. (These cartons should be used to return answer documents to the Scoring Center.)

## **During Testing**

### **Using the Test Administration Directions**

Test Administrators must administer the AIMS HS tests exactly as described in the *AIMS HS Test Administration Directions*.

### **Monitoring Testing**

During the administration of AIMS HS, Test Administrators should monitor the assessment process by moving unobtrusively about the room. Test Administrators should check that students are working on the correct page, are turning pages when necessary, are marking answers properly, and are not spending too much time on any one item. (Note: It is often helpful to have a second person in the room to assist in the test administration and monitoring.)

Extra pencils and erasers must be available in an accessible place. Use of scratch paper is prohibited. Its use is a violation of test security.

## After Testing

### Inspecting and Organizing Test Materials

After testing, Test Administrators should inspect each test book, answer document, and writing field test book/answer document to ensure the following:

- ☐ The student has completed his or her name, teacher, school, and district on the front cover of the test book and the answer document or the writing field test book/answer document.
- ☐ The student's marks in the answer document or the writing field test book/answer document have been made with a No. 2 pencil and any erasures are complete and neat.
- ☐ The student bar code label has been applied in the designated location on the front cover of the answer document or the writing field test book/answer document, or if no student bar code label is available, the student demographic data grid located on the back cover of the answer document or the writing field test book/answer document has been completed.
- ☐ The accommodations information on the inside front cover of the answer document or the writing field test book/answer document has been correctly coded for all students receiving standard and/or alternate accommodations.
- ☐ Student test books and answer documents or writing field test books/answer documents and draft booklets have been separated into individual stacks. Test books must not contain answer documents; writing field test books/answer documents must not contain draft booklets.

**IMPORTANT REMINDER:** Students must use a No. 2 pencil to respond to multiple-choice questions and to the writing prompt in their answer documents and test books/answer documents. In the event that a mark has been made with anything other than a No. 2 pencil or that a bubble has not been filled in completely using a heavy, dark pencil mark, the Test Administrator must mark over it with a No. 2 pencil.

After inspecting test materials, Test Administrators should organize the test materials as follows:

- ☐ Arrange the answer documents or writing field test books/answer documents face up. Place a completed Group Information Sheet (GIS) on each stack of answer documents or test books/answer documents. See "Completing Group Information Sheets (GISs)" on page 15 in this document for instructions on completing the GIS.
- ☐ Complete the information requested on a stack card and place the card on top of the GIS. Place a completed stack card on top of each stack of documents for a cohort/class. Label each card "1 of X," "2 of X," etc.
- ☐ Bind each stack of documents with the paper bands. Wrap one band around the stack horizontally and one band vertically. Be sure that the bands hold the documents securely.

## Completing Group Information Sheets (GISs)

The Group Information Sheet (GIS) provides data that appears on the AIMS HS reports. The Test Administrator is to accurately complete one GIS and place it on top of each group of completed answer documents of students within the same cohort. Only one GIS is needed per group regardless of the number of stacks per group. Some information has already been precoded. Instructions for completing the GIS are provided below. Please review both precoded and hand-entered information.

Precoded and blank GISs have been provided in the Test Coordinator's Kit. If information on a precoded GIS is incorrect, do not alter it. Instead, fill out all pertinent information on a blank GIS. The blank GIS provided in the District Test Coordinator's Kit will have columns A–B prefilled with the county number and columns C–G prefilled with the district number. The five-digit school number will need to be bubbled in columns H–L and the cohort bubbled in column N.

Do not create new schools. Programs within a school or district are not schools. Programs may be separated from classes within a school by creating a new group or teacher. Only schools listed with the School Finance Division of ADE and having distinct state-assigned entity numbers are valid schools. For verification, you may inquire at [www.ade.az.gov/edd](http://www.ade.az.gov/edd) by clicking on the link "Find a School."

If you have a valid school for which you were not provided GISs and SGLs, contact the Arizona Help Desk at CTB/McGraw-Hill by phone at 1-888-630-9145 for further instructions. (Note: Test materials submitted with a GIS for a school/program that is not a verifiable entity using the above standard will be placed with late receipts, and the district/charter operator will be charged for late scoring.)

GISs are scannable documents; **photocopies are not acceptable for the scoring center's use.** If additional sheets are needed, contact the Arizona Help Desk at CTB/McGraw-Hill by phone at 1-888-630-9145 or by email at [ArizonaHelpDesk@ctb.com](mailto:ArizonaHelpDesk@ctb.com) during the short-add window of October 19–26, 2006.

The GISs are coded by cohort. Cohort information is listed next to Organization Name in the lower right corner of the GIS, and a specific bubble appropriate to the cohort is coded in Special Codes column N.

Note: Grade 12 corresponds to two different cohorts. (See Figure 4.) When selecting the correct GIS for twelfth-grade students, refer to the cohort information next to Organization Name.

A "cohort" generally corresponds to a grade level. For the purpose of returning student answer documents under a GIS, select a GIS **only** according to cohort. A grade level and cohort must be filled in on the GIS; the grade should correspond to the cohort according to Figure 4. It is acceptable for an answer document with a grade different than what is coded on the GIS to be returned under that GIS.

For example, all students in your class are in Cohort 2007, but one student is not in twelfth grade. Choose the GIS with Cohort 2007 next to Organization Name. Return the entire class under this GIS.

**Do not** fill in multiple grades or multiple Special Code N bubbles on one GIS.

<b>AIMS HS Writing, Reading, and Mathematics</b>		
<b>COHORT</b>	<b>GRADE ON GIS</b>	<b>SPECIAL CODE "N" VALUE</b>
2008	11	8
2007	12	7
2006 and below	12	6
<b>AIMS HS Writing Field Test</b>		
<b>COHORT</b>	<b>GRADE ON GIS</b>	<b>SPECIAL CODE "N" VALUE</b>
2009	10	9

*Figure 4: Cohorts and Corresponding Grades*

<b>1 TEST ADMINISTRATOR/TEACHER NAME</b>	The <b>Test Administrator's/Teacher's last name</b> must be printed in the boxes, followed by the first name or initial, if needed. Under each box, the bubble with the same letter must be filled in. Do not give each group the same name. Names such as Sophomores, Juniors, Seniors; or Class A, Class B, and Class C are highly recommended if different teacher names cannot be used.
<b>2 SCHOOL NAME</b>	The school name should have been precoded. If not, the school name must be printed in the boxes and the corresponding bubbles filled in. The school names on the SGL and GIS must match exactly.
<b>3 NUMBER STUDENTS TESTING</b>	The total number of student <b>answer documents</b> returned for scoring, and grouped with the GIS, must be printed in the boxes and the corresponding bubbles filled in. A GIS is completed for each cohort. Prefill this number with zeros: (example 005 = 5 students).
<b>4 GRADE</b>	The grade should have been precoded. If not, fill in the bubble for appropriate grade level for the group according to Figure 4.
<b>5 SPECIAL CODES</b>	This section has been precoded with the county, district, school, and cohort identification numbers. If using a blank GIS provided in the District Test Coordinator's Kit, columns A–B will be prefilled with the county number and columns C–G with the district number. The five-digit school number will need to be bubbled in columns H–L. Refer to Figure 4 to determine the value to bubble for cohort in column N.
<b>6 ORGANIZATION NAME</b>	This information has been precoded. This section also specifies cohort information.
<b>7 DISTRICT NAME, SO#</b>	This information has been precoded.

*Figure 5A: Completing Group Information Sheets (GISs)*

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 District Name:  
 SO #: 7  
 State:

**PRECODED**

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Figure 5B: Sample Group Information Sheet (GIS)

Test Coordinator's Manual

AIMS HS Fall 2006  
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Page 17

## Completing School/Group Lists (SGLs)

The School/Group List (SGL) contains information that the scoring center uses to verify that the District Test Coordinator's entire return shipment of scorable materials has been received. There are three color-coded SGLs: white for AIMS HS writing/reading, yellow for AIMS HS mathematics, and pink for AIMS HS writing field test.

The School Test Coordinator should fill out each SGL as indicated below. Every Group Information Sheet from the school must have only one entry on the SGL. Ensure that the SGL information has been completed correctly and that the SGL has been placed in its envelope on top of the return materials in Box 1. Keep photocopies of each SGL for your records.

Only information from schools identified by CTB/McGraw-Hill as valid entities and precoded on the SGLs should be reported on these forms. See page 5 in this document for information regarding private placement students and voucher placement students.

1 Test Name(s)	The test name appears in the title block.
2 District Name	The district name is precoded.
3 School Name	The school name is precoded.
4 District Number School/Institution Number	The district and school codes are precoded.
5 Contact Person Email Address Phone Number	Print the name, email address, and phone number of the individual who should be contacted at the district in the event that CTB/McGraw-Hill has questions concerning the materials returned for processing.
6 Teacher Name and Cohort	Print the teacher's name and the cohort. These should exactly match the information coded on the corresponding Group Information Sheet(s).
7 Number of Students Tested	Print the number of student documents that are returned for scoring for each group. This number should match the total number for each group on the corresponding Group Information Sheet(s).
8 CTB Use	Do not write in this area.
9 Comments	Use as needed; however, there is no need to specify Special Education or Accommodation, Braille, or Large Print groups.
10 Organization Number Organization Name Testing Program District Name, SO#, CO#	Do not write in this area.

Figure 6A: Completing School/Group Lists (SGLs)

# SCHOOL/GROUP LIST

## 1 Arizona AIMS HIGH SCHOOL-CONTENT AREA

District Name: **DISTRICT ONE** 2 District Number: **12345**  
 School Name: **SCHOOL ONE** 3 School Number: **56789**

Contact Person: \_\_\_\_\_

5 Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**GENERAL INSTRUCTIONS: Do not list more than one school's testing groups on this form. If you need additional space, this form may be photocopied.**

The School/Group list is CTB's way of double-checking that we have received all your groups of answer documents. Every Group Information Sheet (GIS) completed for your school should have an entry on the lines below.

**TO BE FILLED OUT BY SCHOOL**

CTB Use	Teacher Name Please spell out teacher name exactly as bubbled on the Group Information Sheet	Cohort	Number Tested	CTB Use	Comments
		2005 and Below, 2006, 2007 or 2008		Did Not Receive	

10 Organization Number: M001234 Testing Program: 001  
 Organization Name: **Arizona AIMS HS SP2006** District Name: DISTRICT ONE



Thank you for providing us with your contact information. We will use this information only to fulfill your order. We store this information in a secure database at CTB/McGraw-Hill in the U.S. For more information on our privacy practices, send an email to the privacy official at [privacyofficer@ctb.com](mailto:privacyofficer@ctb.com) or call 831.393.6207. If you would like more information on The McGraw-Hill Companies Customer Privacy Policy, please visit <http://www.mcgraw-hill.com/privacy.html>.

Figure 6B: Sample School/Group List (SGL)



## Organizing and Assembling Scorable and Nonscorable Test Materials

### Responsibilities of the School Test Coordinator and the Test Administrator

School Test Coordinators and/or Test Administrators at each school must organize and assemble the test materials at the end of the last test session and return them to the District Test Coordinator. **IMPORTANT: Scorable test materials from the AIMS HS operational test and the AIMS HS writing field test must not be packaged in the same box. Scorable test materials from the AIMS HS operational test and the AIMS HS writing field test that are packaged in the same box will be processed as late receipts. For students processed as late receipts, the districts will not receive summary reports.** The timely processing of the following steps is important to meet the materials pickup dates.

### Scorable Materials

- ☐ Organize the scorable AIMS HS test materials by document type: Used AIMS HS writing and reading answer documents, used AIMS HS mathematics answer documents, and used AIMS HS writing field test books/answer documents. **The scorable AIMS HS operational test materials must be assembled separately from the scorable AIMS HS writing field test materials.** (Note: For the purpose of these instructions, AIMS HS writing field test books/answer documents are considered answer documents.) Arrange the answer documents face up.

AIMS HS test materials that have been contaminated with blood, vomit, or other bodily fluids should not be returned to CTB/McGraw-Hill. Student responses for valid test sessions should be transferred to clean answer documents. Contaminated materials should be destroyed at the district. Note on the Materials Inventory Sheet the number and type of secure test materials that were destroyed.

- ☐ Organize answer documents first by class/group and then by cohort. On the Group Information Sheet (GIS) with the appropriate cohort, fill out the group name and number of students. Only one GIS is needed per group regardless of the number of stacks. It is not necessary to alphabetize answer documents. Place the GIS on top of the first stack of answer documents. Fill out a stack card and place it on the top of the GIS. If more than one stack is needed, place a stack card on each stack and label each card "1 of X," "2 of X," etc., as appropriate. (See Figure 7.) Bind each stack of documents with the paper bands. Wrap one band around the stack horizontally and one band vertically. Be sure that the bands hold the documents securely. No matter how small a group is, the group must have a stack card.
- ☐ List each group along with the number of students in that group and their cohort on the School/Group List (SGL). If you need extra copies of the SGL, please photocopy them. Calculate the total number of used answer documents and note it on the Materials Inventory Sheet.
- ☐ Organize answer documents by group in the return shipping boxes in the same order that they are listed on the School/Group List. (The first teacher or group should be at the top of the first box.) **The scorable AIMS HS operational test materials must be boxed separately from the scorable AIMS HS writing field test materials.**



- ☐ Retain the Materials Inventory Sheet for use during the nonscorable materials inventory.
- ☐ Place all School/Group Lists for a school in the envelope titled "School Group Lists." Place the envelope in the first box, and affix a "School/Group Lists" label on the box. Please note there is no SGL envelope for the writing field test. Place the SGL at the top of the first scorable box.
- ☐ Affix a precoded, **yellow scorable** return label on top of the box containing AIMS HS writing and reading and mathematics answer documents; affix a precoded, **pink scorable** return label on top of the box containing AIMS HS writing field test books/answer documents. Affix the return label directly over the original shipping label from CTB/McGraw-Hill. If the original shipping label is showing, cross it out with a black marker. After all of the scorable boxes have been packed, add the box count for the scorable materials from the school in the "School Box \_\_\_ of \_\_\_" portion of the label. (See Figure 9.)
- ☐ Do not seal any of the boxes.

### **Nonscorable Materials**

- ☐ Organize the nonscorable AIMS HS test materials by document type: All AIMS HS writing, reading, and mathematics test books, all unused AIMS HS writing and reading answer documents, all unused AIMS HS mathematics answer documents, all unused AIMS HS writing field test books/answer documents, and all AIMS HS writing field test draft booklets. Count the number of each type of document and note it on the Materials Inventory Sheet. Place the completed Materials Inventory Sheet at the top of the first box of scorable materials.
- ☐ Place all nonscorable materials, including unused student bar code labels, in separate boxes from those containing the scorable answer documents. Place the Test Coordinator's Manual and the Test Administration Directions in the first box of nonscorable materials.
- ☐ Affix a precoded, **green nonscorable** return label on top of each box. After all of the nonscorable boxes have been packed, add the box count for the nonscorable materials from the school in the "School Box \_\_\_ of \_\_\_" portion of the label. (See Figure 10.)
- ☐ Do not seal any of the boxes.
- ☐ Return all boxes to the District Test Coordinator.

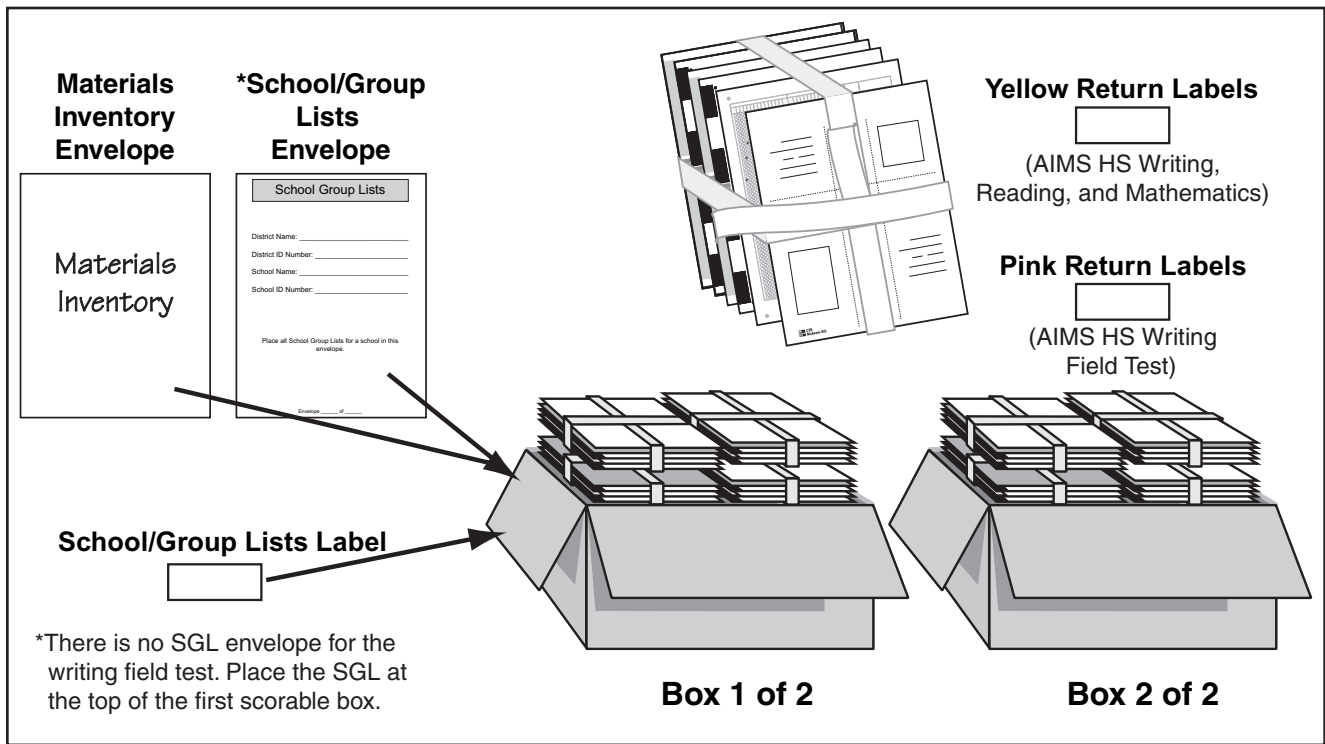
Note: All test materials must be picked up from the District Test Coordinator during the return shipping window of November 6–10, 2006. District Test Coordinators will be contacted by Eagle Global Logistics to schedule pickups between one and two weeks before the return window begins. If you are not contacted during this period, please contact Eagle Global Logistics before the first day of the pickup window.

## Responsibilities of the District Test Coordinator

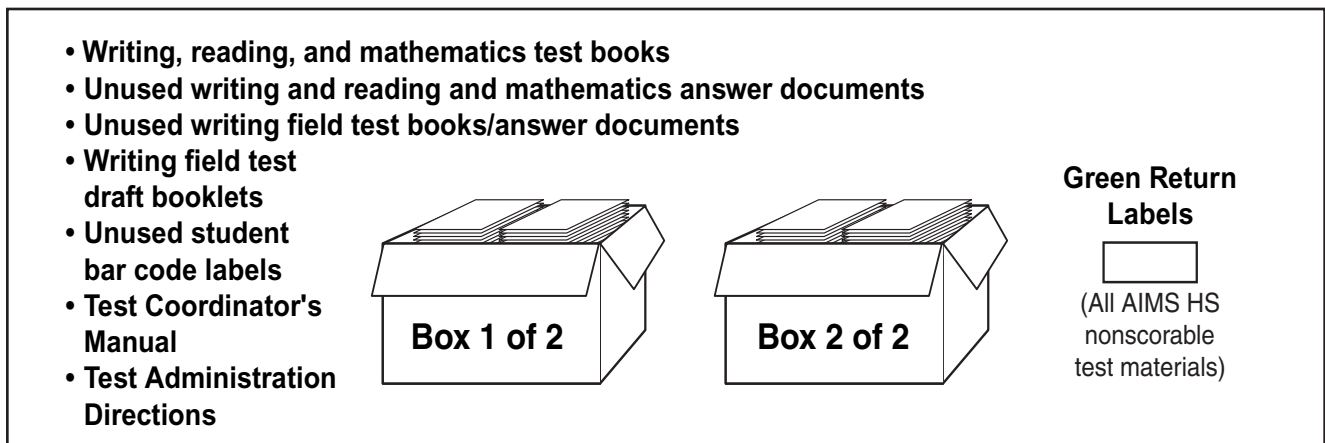
District Test Coordinators should prepare test materials for return to CTB/McGraw-Hill by following the steps below and by referring to Figure 7 and Figure 8 on page 23 in this document.

- ☐ Receive all scorable and nonscorable materials boxed from all participating schools.
- ☐ Validate the number of documents returned using the Materials Inventory Sheet from each school and the original materials packing list. Make adjustments as necessary and note any missing materials. Fill out the District/Charter Operator Materials Inventory Sheet. Assemble all of the Materials Inventory Sheets, and place them in the Materials Inventory Envelope. Place the Materials Inventory Envelope at the top of the first box of scorable materials.
- ☐ Fill any empty spaces in the cartons with crumpled paper. Do not use shredded paper or foam "peanuts."
- ☐ Seal the boxes and fill in any missing school information on the return labels.
- ☐ Enter the box count for the scorable materials for the entire district/charter operator at the top of each yellow return label ("Box \_\_\_\_ of \_\_\_\_"). Mark each box accordingly as "Box 1 of X," "Box 2 of X," etc.
- ☐ Enter the box count for the nonscorable materials for the entire district/charter operator at the top of each green return label, and mark each box of nonscorable materials accordingly. Circle the name of the tests to indicate the materials in each box.
- ☐ Return all scorable and nonscorable boxes to CTB/McGraw-Hill via Eagle Global Logistics during the return shipping window.

## ASSEMBLY OF AIMS TEST MATERIALS FOR RETURN TO THE CTB/McGRAW-HILL SCORING CENTER



*Figure 7: Packing Scorable Materials*



*Figure 8: Packing Non-scorable Materials*

## Returning Materials to CTB/McGraw-Hill

Eagle Global Logistics (EGL) will be your return freight carrier. EGL will call each district/charter operator within the two-week time frame prior to the AIMS HS pickup window and confirm the pickup date. If you have not already heard from your carrier, contact its representative directly no later than November 6, 2006. (Note: If a site does not have its materials ready for return when the EGL driver arrives on the committed date, the site will be required to have the pickup rescheduled. EGL is unable to schedule pickups at specific times on the designated pickup dates.)

All EGL drivers will arrive with preprinted bills of lading and identify themselves as EGL representatives working on behalf of CTB/McGraw-Hill. Remember that the responsible person at each pickup site must enter the carton counts on the shipping documentation and sign it.

Before the driver arrives, check the cartons to ensure the following:

- ☐ A **YELLOW** return label has been completed and affixed to the top of each carton containing **scorable** AIMS HS writing and reading and mathematics answer documents. (See Figure 9.)
- ☐ A **PINK** return label has been completed and affixed to the top of each carton containing **scorable** AIMS HS writing field test books/answer documents. (See Figure 10.)
- ☐ A **GREEN** return label has been completed and affixed to the top of each carton containing all **nonscorable** AIMS HS test materials. (See Figure 11.)
- ☐ Verify the total number of boxes with yellow labels, the total number of boxes with pink labels, and the total number of boxes with green labels. Have these numbers ready for the driver.

Your test materials must be picked up by your carrier no later than November 10, 2006.

**ARIZONA AIMS HS**

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DISTRICT NAME: DISTRICT XXX  
 DIST # XXXXX  
 DISTRICT BOX \_\_\_\_\_ OF \_\_\_\_\_

**SCORABLE MATERIALS**

**CARRIER: DO NOT COVER ANY PART OF THIS LABEL**

SCHOOL NAME: SCHOOL XXX      SCH # XXXXX  
 SCHOOL BOX \_\_\_\_\_ OF \_\_\_\_\_

Figure 9: Yellow Return Label for Scorable AIMS HS Writing and Reading and Mathematics Answer Documents

**ARIZONA AIMS HS  
WRITING FIELD TEST**

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DISTRICT NAME: DISTRICT XXX  
 DIST # XXXXX  
 DISTRICT BOX \_\_\_\_\_ OF \_\_\_\_\_

**SCORABLE MATERIALS**

**CARRIER: DO NOT COVER ANY PART OF THIS LABEL**

SCHOOL NAME: SCHOOL XXX      SCH # XXXXX  
 SCHOOL BOX \_\_\_\_\_ OF \_\_\_\_\_

Figure 10: Pink Return Label for Scorable AIMS HS Writing Field Test Books/Answer Documents

**ARIZONA AIMS**

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DISTRICT NAME: DISTRICT XXX  
 DIST # XXXXX  
 DISTRICT BOX \_\_\_\_\_ OF \_\_\_\_\_

**NONSCORABLE  
MATERIALS**

**CARRIER: DO NOT COVER ANY PART OF THIS LABEL**

SCHOOL NAME: SCHOOL XXX    SCH # XXXXX  
 SCHOOL BOX \_\_\_\_\_ OF \_\_\_\_\_

TEST ADMINISTRATIONS	HS MATH	NRT (2&9)	DPA
(CIRCLE ALL INSIDE): HS WRITING/READING		FIELD TEST	

Figure 11: Green Return Label for All Nonscorable AIMS HS Test Materials

## Test Security

The following is State Board Rule R7-2-310.B, C, and D concerning test security:

- B. The superintendent or head of district shall be responsible for:
  - 1. Providing school district enrollment data to the Department of Education annually for the purposes of test material distribution.
  - 2. Verifying the count of test materials received and distributing the test materials to each school in the district.
  - 3. Securing the test materials prior to distribution to pupils or persons administering the tests at the time of testing, as well as after the time of testing. Test materials shall be kept in locked storage.
  - 4. Advising all district employees that the test materials are not to be reproduced in any manner.
  - 5. Familiarizing each person who will administer the test with the test publisher's directions for administering the test, the timing of the test, and the testing schedule. This is to be accomplished through meetings which shall not be held prior to one week before the first day of testing. At the conclusion of each such meeting, all test materials are to be collected and returned to locked storage.
  - 6. Distributing actual test materials to persons administering the tests on the day of testing.
  - 7. Training persons administering the tests on how to properly complete the identification information on the test book and answer document and how to code the information required on the variables being collected pursuant to A.R.S. 15-741, et seq.
  - 8. Properly packaging all test books and answer documents which are to be scored by the scoring contractor. Packaging shall comply with instructions furnished by the scoring contractor or the Department of Education.
  - 9. Forwarding all test books and answer documents to be scored to the scoring contractor per instructions. Test books/answer documents for the entire district should be forwarded in one shipment.
  - 10. Retaining all unused and reusable test materials, reporting them in the school's inventory, and storing them in a safe and secure manner.  
**Note: No AIMS HS materials are reusable. All AIMS HS test materials, including the manuals, MUST be returned to the CTB/McGraw-Hill Scoring Center after testing is complete.**
  - 11. Immediately reporting to the Department of Education any losses of test materials or other irregularities.
  - 12. The superintendent or head of district may designate a testing coordinator to act on his behalf.
- C. Persons designated by the superintendent or head of district to administer the test shall:
  - 1. Keep all test materials in locked storage.
  - 2. Not reproduce any test materials in any manner.
  - 3. Not disclose any actual test items to pupils prior to testing.

4. Not provide answers of any test items to any pupils.
  5. Administer only practice tests which are provided by the test publishers. Previous editions of the test series being used in the statewide testing program may not be used as practice tests.
  6. Strictly observe all timed subtests. The test publisher's suggested time limits for untimed subtests shall be followed as closely as possible in order to maintain uniformity in test administration.
  7. Follow directions for administering the test explicitly. No test item may be repeated unless otherwise indicated in the directions.
  8. Not change a pupil's answer.
  9. Return all test materials to the superintendent or head of district immediately upon completion of testing.
- D. All violations of this rule shall be referred by the superintendent or head of district to the State Superintendent of Public Instruction for appropriate action.

It is important to keep in mind that any breach of security, loss of materials, failure to account for materials, or any other deviation from acceptable security procedures shall be reported immediately to the principal, district or charter school Test Coordinator, and the state-level Test Coordinator. Depending on the severity of the breach, it may result in disciplinary action including, but not limited to, a letter of reprimand, suspension with pay, suspension without pay, dismissal, or certificate revocation.

**AIMS HS test books carry the copyright of the Arizona Department of Education and may NOT be photocopied or reproduced for any reason. Photocopying or reproducing AIMS HS is a violation of test security and may result in disciplinary action.**

### **Test Security Agreement**

**All school/district/charter operator personnel who will have access to the AIMS HS test materials must sign a test security agreement. (See Figure 12.) That includes, but is not limited to, warehouse personnel, Proctors, Test Administrators, Test Coordinators, School Administrators, and District/Charter Operator Administrators. Refer to section 1c of this agreement for information on who will maintain the signed copies of this agreement.**

**A new AIMS Test Security Agreement must be completed by all appropriate personnel for every administration of AIMS HS.**

**One copy of the AIMS Test Security Agreement is to be signed by the Superintendent or Charter Representative and faxed to ADE no later than September 29, 2006.**

Agreements signed by the Superintendent or Charter Representative should be faxed to the attention of:

**State Test Coordinator  
Arizona Department of Education  
Assessment Section  
Fax: (602)542-5467**

## Contact Information

Questions regarding the **administration** of AIMS HS should be directed to:

**Samantha Whittle**  
**State Test Coordinator**  
**Phone: (602)542-5345**  
**Email: Samantha.Whittle@azed.gov**

Questions regarding **materials** for AIMS HS should be directed to:

**Arizona Help Desk at CTB/McGraw-Hill**  
**Phone: 1-888-630-9145**  
**Email: ArizonaHelpDesk@ctb.com**

Questions regarding **pickup of materials** for AIMS HS should be directed to:

**Eagle Global Logistics**  
**1-800-470-0755\***

\*Eagle Global Logistics (EGL) will contact districts regarding pickup of test materials. If you do not hear from EGL by November 6, 2006, please call 1-800-470-0755 and specify that you are calling about the CTB pickup for the Arizona AIMS program.



**Arizona's Instrument to Measure Standards  
AIMS HS Test Security Agreement  
Fall 2006**

The user (school district, charter operator, and/or school professional staff) acknowledges that AIMS High School is a secure test and agrees to the following conditions of use to ensure the test's security:

1.
  - a) The user will take all necessary precautions to safeguard all test materials by limiting access to persons with the school district or agency with a responsible, professional interest in the test's security.
  - b) The names of all persons having access to the materials will be kept on file by the designated test coordinator.
  - c) All persons having access to the materials (other than students to whom the test is administered) will sign this test security agreement, which will be kept on file.
    - i. Building administrators will maintain signed agreements of building staff.
    - ii. Superintendent/charter representative will maintain signed agreements of building administrators.
    - iii. Superintendent/charter representative will sign for district and submit security agreement to ADE.
    - iv. ADE will maintain signed agreements of superintendents/charter representatives.
2.
  - a) The user will keep the test materials under lock and key, except on actual testing dates, limiting access to those responsible for their security.
  - b) Secure test materials, including test books and directions, will be delivered to examiners no sooner than the date of testing, unless logistics dictate an earlier delivery date.
  - c) Test materials will be kept secure until they are actually distributed to students.
  - d) In no case will students be permitted to remove test material from the room where testing takes place except under supervision of staff (students completing test).
3.
  - a) The user will not examine the test to determine the content beyond the requirements to administer the test.
  - b) The user will not disclose or allow to be disclosed the content of the test. The user will not discuss any test item at any time.
4. Upon completion of testing, the user will return all test materials to the designated test coordinator of the school/district.
5. The district superintendent or charter representative will develop, distribute, and enforce disciplinary procedures for the violation of test security by district or agency staff.
6. The user will follow the guidelines approved by the State Board of Education in January 2003 in the document *Test Preparation and Administration Practices*.
7. The user will follow all instructions in the Test Coordinator's Manual and the Test Administration Directions.

By signing my name to this document, I am assuring the Arizona Department of Education that I will abide by the above conditions and that anyone I supervise, who will have access to the AIMS HS tests, will also sign an AIMS HS Test Security Agreement.

SIGNED BY: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

DISTRICT NAME/  
CHARTER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

**FAX Superintendent/Charter Holder signature to: 602-542-5467 DUE SEPTEMBER 29, 2006**

*Figure 12: AIMS Test Security Agreement*

**CTB/McGraw-Hill**  
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Monterey, California 93940-5703  
800.538.9547 | [www.ctb.com](http://www.ctb.com)

